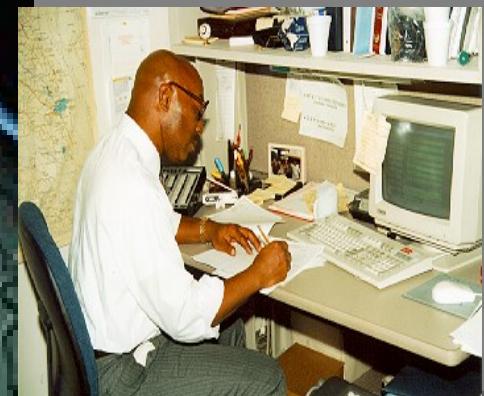


Mission, Vision, Values, Functions, Guiding Principles Make Up Our Corporate Core.





CPAC SUPPORTING MISSION

**Provide Commanders and Managers
the Advisory Assistance And Services
Necessary to Obtain, Compensate, Develop,
Utilize, and Retain An Effective Workforce of
Highly Qualified Civilians Needed to Meet the**



CPAC VISION

Technically Competent, Confident, High Performance Team of Human Resource Professionals That Is Strategic in Its Approach, Committed to Providing Products and Services That Are Attentive to the Needs of Customers, Responsive to Their Request, Timely In Their Response, Courteous When Direct Dealings Are Necessitated, and Always of the Highest Quality.

The Team Understands:

- 
- * **People** Are Our Business. Our Constant
 - * **Quality Service** Is Our Pride
 - * **Effective Partnership** Is Our
 - Meet The Delivery Mechanism Ultimate Goal.
 - * **Exceeding Customer Expectations** More Simply Put, "Civilian Human Resource Prof
 - Army's Best is Partnering in Service to Help Leaders Meet the M**
 - * **Adding Value** Is Focus.
 - * **Helping Leaders** Mission Is Our
 - * **Becoming The** Our Continuing

**The Army and JRTC and
Fort Polk Values Apply to
the Total Installation and
Help Define Our Character.
While We Adopt Them All,
We Highlight the Following
Because They Are
Intrinsically Linked to Our
Vision.**

CPAC



- Competence
- Commitment
- Teamwork
- Respect/Dignity
- Pride

CPAC GUIDING PRINCIPLES

- **We Do the Right Thing, the Right Way, for the Right Reasons, in a Timely Manner. That Is, We Do What We Know to Do Without Being Told and What We Say We Are Going to Do, When We Say We Are Going to Do It, and Do It Right the First Time.**
- **The Processing of Command Actions, Pay Actions, PERSACTIONS, and Labor Management Employee Relations Actions Will Receive the Highest of Priorities.**
- **All of Our Work Will Be in Compliance With Applicable Laws, Rules, and Regulations, And Will Be Autographed With Quality.**
- **We Will Work Together As a Team.**
- **We Will Carry Our Fair Share of the Load.**

FUNCTIONS

- **Serves As the Commander's Representative on All Matters Relating to Civilian Personnel Management.**
- **Advises On, Develop, and Sustain Programs and Services Design, Acquire, Maintain and Organize a Competent, Motivated, and Skilled Workforce Paid From Appropriated Funds.**
- **Develops and Administers a Comprehensive Civilian Personnel Program As Prescribed by Statute and Regulation for Employment from Non-Appropriated Funds.**
- **LABOR RELATIONS** (e.g., General Labor Relations Advice and Assistance on Contract Negotiations, Third Party Partnership Agreements and Efforts, Changes in Working Conditions, Impact and Implementation Bargaining).
- **MANAGEMENT EMPLOYEE RELATIONS** (e.g., advice and assistance on performance management, awards, discipline, hours of duty, administration, and wellness programs).

FUNCTIONS

continued

- **BENEFITS and ENTITLEMENTS ADMINISTRATION** (e.g., Advice and Assistance on Pay, Retirement, Death Claims; FECA Administration; Investigation; and for Outside the United States Only, Foreign and Entitlements).
- **TRAINING** (e.g., Advice and Assistance on Tools and Sources for Managing the Workforce; Providing New Employee Orientation and Authorization; Personnel Systems Training to Supervisors).
- **WORKFORCE PLANNING** (e.g., Advice and Assistance on Re-Strategies, Selection Process, Reduction-In-Force, Base Realignment and Closure, Efficiency Studies, Outplacement Assistance Programs, Position Management).
- **COMMUNICATIONS** (e.g., Advice and Assistance From Explaining Bulletins And Emails).

CPOCs/CPACs RELATIONSHIPS AND FUNCTIONS

CPAC

- Reports to Commander**
- General Advice and Assistance
 - Labor Management Negotiations
 - Disciplinary Actions
 - Employee Benefits
 - Recruitment Strategies
 - Position Management

CPOC

- Reports to ASA (M&RA)**
- Classify Positions
 - Process Personnel Actions
 - Maintain Official Personnel Files
 - Rate/Rank/Application
 - Administer Training
 - Manage Automated Database

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